

## FORM SUMMARY

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<b>Name of Form:</b>	<b>Civil Process Worksheet</b>
<b>Form Number:</b>	<b>FA-4118</b>

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<b>Statutory Reference:</b>	§§801.10, 801.11, 801.14
<b>Benchbook Reference:</b>	FA 2
<b>Purpose of Form:</b>	To help the process server in locating the person to be served.
<b>Who Completes It:</b>	Pro Se person who wants the papers to be served completes the document with sufficient information to help the person serving the papers.
<b>Distribution of Form:</b>	Given to the person or agency that will be serving the documents. This document is not to be filed with the court.
<b>Accompanying Forms:</b>	The documents that are going to be served.
<b>New Form/Modification:</b>	New form
<b>Comments:</b>	None
<b>About this Form:</b>	<b>This form is the product of the Wisconsin Records Management Committee, a committee of the Director of State Court's Office. As a <i>pro se</i> form, its use is NOT mandatory but it is required to be accepted and distributed by the circuit courts of the State of Wisconsin.</b>